

HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

CEA

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

It is the objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DEPARTMENT: HEALTH AND HUMAN SERVICES AGENCY

POSITION TITLE: AGENCY INFORMATION OFFICER
(PENDING DPA APPROVAL)

LEVEL: CEA \$5282-\$9002

FINAL FILING DATE: August 18, 2000, or Until Filled

DUTIES/RESPONSIBILITIES:

Under the direction of the Secretary, the Agency Information Officer (AIO) is responsible for high-level oversight and policy development of the technology functions within the Health and Human Services Agency (CHHS). The CHHS is comprised of 13 departments and two boards. The incumbent will report directly to the Agency Secretary and is a member of the executive staff. The incumbent has responsibility for ensuring that information technology (IT) activities of the departments are developed and managed to meet the goals and standards of the Agency, Department of Information Technology, and statewide enterprise requirements. The AIO will provide technical advice and make decisions on technology matters within the agency's departments to assure continuity throughout the state. The incumbent will communicate and enforce policy decisions made by the State CIO, and will assist in developing and implementing IT consistently throughout the State of California. In addition, the AIO will facilitate the development of the infrastructure necessary to implement e-government activities.

EXAMINATION INFORMATION:

The position exists with the Health and Human Services Agency located in Sacramento. The examination process will consist of an application/Statement of Qualifications screening and personal interviews (as necessary) on the basis of the qualifications listed on the reverse. An Agency evaluation committee will conduct this process.

DESIRABLE QUALIFICATIONS:

1. Experience with evaluating large scale and complex information technology projects for soundness and delivering best value to the State.
2. Strong management team experience demonstrating leadership, creativity, sound judgment, accountability, and the ability to work with information technology professionals at all levels of the organization.
3. Demonstrated experience in creating and establishing information technology standards within a large and diverse organization.
4. Understanding of how information technology impacts the delivery of programs within the Agency and the potential for increasing program efficiency and effectiveness.
5. Demonstrated capacity to work cooperatively and promote partnerships with Agency Departments, State and Federal control agencies, and Legislature.
6. Ability to communicate complex information technology options to decision-makers effectively.
7. A demonstrated knowledge and experience in information technology project development approaches that minimize risk to the State and the Agency.
8. Knowledge of the principles and practices of organization, fiscal and human resource management, the legislative process, and the Agency's equal employment opportunity program.

MINIMUM QUALIFICATIONS:

Applicants must have permanent California State civil service status. (Legislative employees who meet the criteria in Government Code Section 18990, or Executive Branch exempt employees who meet the criteria in Government Code Section 18992, may also compete in CEA examinations.) In addition, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; the Department's equal employment opportunity program objectives; an administrator's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; personnel management techniques; and the Ralph C. Dills Act (State Employer-Employee Relations), labor agreements, and State Personnel Board/Department of Personnel Administration (SPB/DPA) rules governing Departmental personnel management practices.
- (2) Ability to plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives at all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity objectives; effectively carry out administrative and personnel management responsibilities under Ralph C. Dills Act (State Employer-Employee Relations), SPB/DPA rules and labor agreements.

Knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, or other government settings, or in a private organization).

Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management.

All interested applicants should submit a Standard Application (STD. 678) and Statement of Qualifications to Employment Development Department, Human Resource Services Division, MIC 54, P.O. Box 826880, Sacramento, CA 94280-0001, Attn: Diane Joseph. All inquiries regarding this examination should be directed to Diane Joseph at (916) 653-8456. **Open until filled.**